

Course Development Coordinator Job Posting

Join our team at Tuscarora Intermediate Unit 11 (TIU11) Community Education & Workforce Services (CEWS) as a Course Development Coordinator! In this role, you'll be at the forefront of developing professional development opportunities for adult educators working in Title II-funded programs within Pennsylvania. You will work closely with our Professional Development System (PDS) projects, especially the Technology Project and the Professional Learning Opportunities (ProLO) teams, and coordinate the development, implementation, and evaluation of various courses and programs. From finalizing syllabi to providing technical support for instructors, you'll play a vital role in ensuring seamless learning experiences for our participants. If you're passionate about adult education and have strong organization and communication skills, we encourage you to apply and make a difference in the lives of individuals through continuous learning and growth. This is a full-time position, fully remote work within Pennsylvania, with excellent benefits.

Required Skills and Qualifications: We are seeking candidates with a bachelor's degree in education or a related field, along with a minimum of 5 years of experience in adult education and/or professional development. You should be able to demonstrate organizational and communication skills, as well as experience navigating learning management systems. Proficiency in technology use, attention to detail, and the ability to work independently are essential. If you're ready to contribute to our mission of fostering lifelong learning opportunities, apply on the [TIU website](#) by June 9.

Questions about the position can be directed to Destiny Simpson, dlong.simpson@tiu11.org, or Chelsea DeLeo, cdeleo@tiu11.org.